

Doncaster Council

Children Missing Education Procedures

Identifying, Engaging and Locating Children Missing
from Education

CONTENTS

Definition of 'Children Missing Education'	3
Introduction	3
Why Children go Missing from Education	4
Identifying and Engaging Stakeholders	4
Identifying and Tracking Children Missing Education	5
Information Sharing	5

PROCEDURES

Pupils who have gone missing from a Doncaster School	6
Pupils who are believed to have left the country	6
Pupils who have failed to arrive at an Allocated School - Normal Transition Phase	6
Pupils who have failed to arrive at an Allocated school - Mid-Term Transfer	7
Pupils not registered at a school through exclusion	7
Missing EU Nationals, Refugees, Asylum Seekers	7
Elective Home Education	8
Children in Care.....	8
Gypsy, Roma and Traveller Pupils	9
Pupils believed to have arrived in Doncaster	9
Pupils resident in Doncaster, on roll at a school in a different Authority	9
Registration, Tracking and Monitoring	10-11

APPENDICES

Appendix 1	Pupil Moved out of Doncaster (or whereabouts unknown) Form	12-13
Appendix 2	Flowchart: Children who have gone missing from a Doncaster School	14
Appendix 3	Pupil Resident in Doncaster Not on Roll Form	15
Appendix 4	Flowchart: Children Moved Into Doncaster Area	16
Appendix 5	Extended Leave/Out of Country Form	17
Appendix 6	Checklist to locate children who may have arrived in Doncaster	18
Appendix 7	Flowchart: Non Appearance at Allocated School	19
Appendix 8	Emigration/Returning to Home Country Form	20
Appendix 9	Update and Outcome Form	21

Children Missing Education Definition

Children Missing Education are defined as children of compulsory school age who are not on a school roll, and who are not receiving a suitable education elsewhere: for example, at home, privately, or in alternative provision. (Education and Inspections Act 2006)

Introduction

Doncaster Council has developed and implemented a robust, effective and sustainable system for monitoring and preventing Children being Missing from education. This was commended in the 2012 Ofsted Report of Doncaster Children's Services.

Children Missing Education are amongst the most vulnerable in our communities. They may be from disadvantaged families, travelling communities, immigrant families, be unaccompanied asylum seeking or trafficked children, or be at risk of neglect or abuse and it is vital that all practitioners work together to identify and re-engage these children back into appropriate education provision as quickly as possible.

Any child who is identified as not being on roll at a school and not receiving any appropriate education **MUST** be placed on the Children Missing Education Register. This includes children who have applied for a school place but not yet admitted to a school and children who have been removed from a school register before being placed on another school roll.

This document describes the procedures that are to be employed in Doncaster to identify, locate and engage children who are missing from education. These procedures have been written for the guidance of all professionals who work with children and families. Following these procedures will also ensure Doncaster Local Authority meets its statutory duties relating to the provision of education and safeguarding the welfare of children missing education (Section 14 (1), S7, S437 (1), S19(1), S19(4a) of the 1996 Education Act, S175 of 2002 Education Act, Circular 11/99 Social Inclusion: the Local Education Authority role in pupil support, Children's Act 2004).

These procedures which are endorsed by Doncaster schools, Children and Young People's Service and partner agencies will help to ensure that all children in Doncaster achieve the five core outcomes under the Children's Act (2004): Being Healthy; Staying Safe; Enjoying and Achieving; Making a Positive Contribution; Achieving Economic well-being.

Why Children go missing from Education

Children go missing from the education system for various reasons. They:

- Fail to start school at Reception, never entering the authority's system
- Fail to complete transition between Key Stage 1 and 2 or Key Stage 2 and 3
- Are excluded from school and further provision is not immediately put in place
- Are withdrawn by parent/carer
- Parents/Carers chose Elective Home Education, but following advice and support the education provided is unsuitable to the child's, age aptitude and ability and any special needs they may have
- Move to a different Local Authority and no school place identified.
- Arrive in the country via asylum, refugee status or as EU nationals
- Leave the country

Identifying and Engaging Stakeholders

In the Victoria Climbié Inquiry Report Lord Laming recommends front line staff in each agency that regularly comes into contact with families with children must ensure that in each new contact, basic information about the child is recorded. This must include the child's name, address, age, primary carer, GP and the child's school.

Often it is the case that another agency, e.g. health, housing, are aware of the existence of a child living in the area but not in education before the Local Authority is. It is necessary to raise awareness amongst stakeholders about how to inform the Local Authority about children suspected as missing from education.

Key Stakeholders in Doncaster are:

Doncaster Schools, School Admissions, Ethnic Minority Traveller Achievement Service (EMTAS), Early Years providers, Special Educational Needs, The Offsite Provision Service, Children & Young People in Care Education Service, Engagement & Behaviour Service, Independent Schools, Social Care, Youth Offending Service, Local Authority and Private Housing providers, Homeless Hostels, Domestic Violence Refuges, Health Services; Benefits Agency, Police, and Voluntary Organisations.

Links are made with all relevant Stakeholders in order to raise awareness of Children Missing from Education and the procedures to notify the Local Authority.

Children not engaged in education provision can be exposed to greater risks including sexual exploitation, involvement in criminal activity and/or anti social behaviour. These children need to be re-engaged back into education quickly in order to achieve their full potential and reduce the risk of harm.

It is the responsibility of all professionals who work with children to ensure the following procedures are implemented.

Identifying and Tracking Children Missing Education

The Attendance and Pupil Welfare Service is part of the Learner Engagement Service. The Attendance & Pupil Welfare Service is responsible for tracking, monitoring and CME casework.

In Doncaster the Service Manager of Attendance and Pupil Welfare is the named contact to receive details about children not receiving an education. Details of any of these children can be passed to the Service Manager of Attendance and Pupil Welfare by completing the 'Pupil moved out of Doncaster (or whereabouts unknown) Form' (see Appendix 1). Or Pupil Not on Roll Form (see Appendix 3) whichever is appropriate. Forms can be sent by the following methods:

Email: 'Children Missing Education' mailbox (DMBC staff only)

childrenmissingeducation@doncaster.gcsx.gov.uk (external agencies)

Fax: 01302 737342

Post: Children Missing Education
Attendance and Pupil Welfare Service
Doncaster Council
Floor 3, The Civic Building
Waterdale
Doncaster,
DN1 3BU

Telephone: 01302 737233

Once a child has been identified as not receiving any education provision, the process of engagement can begin.

Information Sharing

It is necessary to have a network of agencies with which information can be shared in order to locate children and young people who are believed to be resident in Doncaster. In order that all agencies can fulfil their responsibilities it is in the interest of all agencies to work together to ensure children are enrolled in education and attending regularly. Any cases that cause concern will be escalated to Service Managers. If information is obtained for any known recorded child missing education on details given previously then the Update/Outcome Form (see Appendix 9) should be completed and sent to the Service Manager of Attendance & Pupil Welfare Service.

Pupils who have gone missing from a Doncaster School (see Appendix 2)

*(It is important to note that any child protection concerns regarding the immediate safety or well being of a child need to be referred **immediately** to the Children's MARAS and the police if appropriate)*

Where school suspect they have a missing pupil the following procedures need to take place. If parents/carers advise school they are leaving, school should obtain any forwarding address and details of any prospective school from parents/carers before the pupil leaves. Missing pupils must remain on the school register until all reasonable enquiries have been made. Education Providers must begin their enquiries within 10 school days or sooner if the whereabouts of a pupil is not known (Education (Pupil Registration) (England) Regulations 1995). If school are not able to locate the pupil after their enquiries a referral must be made to the Attendance and Pupil Welfare Service. The pupil's name will remain on the school register until a new education place is secured and/or the Attendance and Pupil Welfare Service confirms the pupil is located in another Local Authority. The pupil's name can be removed from the school register from the date of confirmation. If the pupil is not found, after 20 school days, the Attendance and Pupil Welfare Service will advise school the pupil's name can be removed from the school register. School will send the Common Transfer File to the School 2 School website and the Attendance and Pupil Welfare Service will complete the Pupil Moved Out of Doncaster (or whereabouts unknown) Form. (See Appendix 1) Pupils with statements of special educational needs and are on roll at a special school establishment should **not** be deleted from the register until a review of the statement has taken place and the authority has agreed to change the name of the school in part IV of the statement.

Pupils who are believed to have left the country

If a school is advised by parents/carers their intention to leave the country and take up residence in another country then schools should complete the 'Emigration/Returning to Home Country' Form (Appendix 8). On the date parents/carers have advised they will be leaving the country, school must refer to the Attendance and Pupil Welfare Service who will confirm if school can remove the pupil from their school roll from that date. The Attendance and Pupil Welfare Service will make a referral to Children Missing Education on 'Moved Out of Doncaster (or Whereabouts Unknown)' Form (Appendix 1).

Pupils who have failed to arrive at an Allocated School – During Normal Transition phase (see Appendix 7)

During a normal transition phase (e.g. Reception, Year 2 – Year 3, Year 6 – Year 7, a child becomes the responsibility of the new school once a place has been allocated. All schools must adopt this policy in order to prevent children becoming missing/lost. All pupils who are allocated a place through the normal transition phase **MUST** be put on the allocated school's register. If a pupil then fails to attend the allocated school, the school will make all necessary enquiries. If the pupil is located out of Doncaster, the school will refer to the Attendance and Pupil Welfare Service who will make the necessary checks and will advise school when the pupil can be removed from the school register. If another Local Authority has confirmed the pupil is now residing in their authority, or the pupil is on another school register, the pupil can be removed from the school register in Doncaster, otherwise, the pupil must remain on the school register for 20 school days. If a pupil is refusing to attend then the Local Authority's School Attendance Enforcement Procedures should be initiated.

Pupils who have failed to arrive at an Allocated School – Mid term

When a child is allocated a place mid-term, if a start date has been agreed with the parent/carer the school must put the pupil on the school register from the agreed start date, even if the pupil then fails to attend. If there has been no contact with parent/carer and no start date has been agreed the school will not enter the pupils name on to the register.

When a child does not arrive at their allocated school, school must make all reasonable enquiries. School need to contact the family by phone and/or letter. Enquiries should be made with School Admissions to check whether another school has been allocated. If school are unable to locate the child or are unable to establish whether the child is attending another school then a referral must be made to the Attendance and Pupil Welfare Service. Attendance and Pupil Welfare Service will undertake investigations to include a home visit. If the pupil is unable to be located then the Attendance and Pupil Welfare Service will complete a Pupil Moved out of Doncaster (or whereabouts unknown) Form.

Pupils not registered at a school through exclusion

In Doncaster there is a robust system to provide education for pupils who have been permanently excluded from school. However these pupils will be tracked by being placed on the Children Missing Education register until their future education provision is confirmed.

Missing EU Nationals, Refugees, Asylum Seekers

In Doncaster there is an increasing number of EU Nationals, Refugees and Asylum Seekers that enter the education system and then fail to attend school, or attend a school and then go missing/return to their home country. The following procedures are designed to help reduce the number of children who may go on to become Children Missing from Education. To help the Local Authority track missing children it would be helpful if schools, when admitting a pupil, obtain the name and address of any school the pupil previously attended outside of Great Britain.

Pupil attending school and school are advised returning to their home country

If a parent/carer advises school that the family are returning to their home country but intend to return, then school should complete the 'Extended Leave/Out of Country' form (see Appendix 5). If the pupil then fails to return to the school on the agreed date school will make the necessary enquiries to establish the family's current location. If the pupil is not located, or if the pupil is located but will not be returning to their registered school and not registered at another school then school will make a referral to the Attendance and Pupil Welfare Service. The Attendance and Pupil Welfare Service will make the necessary checks and complete the 'Pupil Moved Out of Doncaster' (or whereabouts unknown) Form. A pupil may be removed from the school register after 10 school days immediately following the expiry of the period for which such leave was requested providing there are no reasonable grounds to believe the pupil is unable to attend the school due to sickness or other unavoidable cause and both the school and the Local Authority have failed to ascertain where the pupil is.

Elective Home Education

The Education Act 1996 Section 7 states “the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to age, ability and aptitude and to any special educational needs he/she may have, either by regular attendance at school or otherwise”. Parents/carers may remove their child from school and provide them with an education at home.

If concerns are raised to the Local Authority that the education a pupil is receiving at home is not appropriate, the parent/carer will be given the opportunity, support and advice to enable them to demonstrate that a suitable education is being provided. However, if the parent/carer is not able to, the child will be placed on the Children Missing Education register until this concern has been investigated.

Under Section 437(1) of the Education Act 1996 the Local Authority may issue a School Attendance Order. The Local Authority can also apply for a child assessment order under Section 43 of the Children Act 1989 if it believes there is reasonable cause to do so where there is a risk of significant harm to the child.

The Local Authority does not support schools advising parents to opt for Elective Home Education and recommend school make a referral to the Inclusion Panels in order for the pupil's needs to be assessed.

Children in Care

Children in care have a right to expect the outcomes we want for every child. As corporate parents, Doncaster Local Authority will demonstrate the strongest commitment to helping every child they look after to achieve the highest educational standards he or she possibly can. Doncaster Local Authority will give children in care the highest priority in their admission arrangements. If allocating a place for a child in care will take the school over their numbers, the pupil admissions will refer to the Virtual School Head of the Children in Care Education Services who has responsibility for ensuring that admissions powers to admit children in care to the most appropriate school are used wherever necessary.

Where it is not possible to maintain an existing educational placement, the Local Authority, through the child's social worker and accountable team manager, should ensure that a suitable new education placement is secured within 20 school days. In all other cases suitable education should be arranged before a child is placed. (Care Planning, Placement and Case Review (England) Regulations 2010 – regulation 10, avoidance of disruption in education)

Where it has been confirmed by the social worker a looked after child has moved to another authority and will no longer be attending the school in Doncaster, the name can be deleted from the register. If the child is not yet accessing education then the Pupil Moved Out of Doncaster (or Whereabouts unknown) Form must be completed by the social worker and sent to the Attendance and Pupil Welfare Service.

Gypsy, Roma and Traveller Pupils

Doncaster has a high proportion of Gypsy, Roma and Traveller Pupils and some of these pupils may go on to become Children Missing Education. It is important for schools and the Local Authority to understand the culture of these groups as this reduces the risk of

underachievement. The following guidelines apply only if the parent/carer is engaged in a trade or business of such a nature that requires them to travel from place to place and does not mean travelling as part of a holiday or extended holiday. Schools are advised, when admitting a Gypsy, Roma or Traveller Pupil, to advise parents/carers that their child could be deleted from the school register if school are not informed the pupil is travelling and school are not able to confirm the whereabouts/reason for absence. If it is not known if the pupil is absent for travelling reasons then school should record as unauthorised absence and school and the Local Authority has to take all reasonable steps to find out what has happened to the pupil as with all pupils. Procedures for 'Pupils who have gone missing from a Doncaster School' (Appendix 2) must be followed. A pupil from a Gypsy, Roma or Traveller family is sometimes registered at more than one school. The 'base school' is the school the pupil attends when the family is not travelling. The pupil cannot be removed from the base school register just because they have registered at another school.

Pupils believed to have arrived in Doncaster

If another authority contact Doncaster to inform a pupil from their authority may have moved in to Doncaster, this pupil will be recorded on the CME Register as Other Authority Enquiry and the 'Checklist to locate children who may have arrived in Doncaster' form completed (see Appendix 6). The Attendance and Pupil Welfare Service will then make the necessary checks to locate the pupil and ensure they are admitted to a school. If the pupil is not located immediately the Attendance and Pupil Welfare Service will continue to make checks over the following 6 weeks. If the pupil is not located after 6 weeks, the referring Authority will be advised the pupil has not been located in Doncaster and will be removed from the Doncaster Children Missing Education register.

When an application has been submitted for a child who is resident / or will be resident in the Doncaster area from another Local authority. The Admissions team will send the application form to CME mailbox. System Support Team will then log this as a Moved In pupil and check the outcome of the application and track until on roll in a School.

Pupils resident in Doncaster who are on roll at a school in a different Local Authority

There are pupils resident in Doncaster who are registered at a school in a different Local Authority. If Doncaster receives information from another Local Authority that a pupil resident in Doncaster has stopped attending this school then Doncaster will record the pupil as CME. The Attendance and Pupil Welfare Service will contact the family to ensure arrangements are made in order for the pupil to continue with their education.

If a pupil resident in Doncaster and attending a school in a different Local Authority, expresses a preference to attend a school in Doncaster and this application is declined, the System Support Team will make enquiries to ensure the pupil is still attending the school they are on roll at. If it is found the pupil is not attending the school they are on roll at the pupil remain on the Children Missing Education List in Doncaster and the Children Missing Education Welfare Officer will engage with the family to ensure the pupil is receiving a suitable education.

The Systems Support Team (SST) will be responsible for receiving all new referrals. The SST will instigate search procedures and refer as necessary to the Children Missing Education, Education Welfare Officer (CME EWO). Weekly meetings will be held between the SST and the CME EWO to discuss new cases and update on existing cases. Referrals can be received from any agency or service.

Any referrals received by a member of the public about potential children not receiving an education will be passed to the Attendance and Pupil Welfare Service to make enquiries. The Attendance and Pupil Welfare Service will be responsible for completing a Referral form if appropriate.

All referrals will be recorded on ONE under one of the following four categories:

- **Missing In** – Children who are reported to have arrived in Doncaster from another authority and an address in Doncaster is given. Once it has been confirmed they live at an address in Doncaster they will be recorded under the Off Roll category.
- **Missing Out** – Children who were previously resident in Doncaster and have become missing/lost, and a forwarding address or school cannot be confirmed.
- **Off Roll** – Children living in Doncaster who are not on a school register
- **Local Authority Enquiry** – General enquiries received from another authority.

Missing In – Appendix 4

When a referral is received from another authority who believe one of their pupils may have moved in to Doncaster, SST will ensure the referral is logged on ONE within twenty four hours of receiving the referral. SST will refer to the CME EWO for a home visit or contact to be made. The SST will check Liquid Logic, ONE and Pupil Admissions. If the pupil is not recorded the SST will send out local search letters to the St Leger Homes, Benefits, NHS and Child Health. If an address is confirmed the pupil will then be recorded under the 'Off Roll' category and the referral passed to the CME EWO for an assessment. Where an address is identified but not confirmed the referral will be passed to the CME EWO who will ensure the Attendance and Pupil Welfare Service undertake checks through home visits and further enquiries. If the Attendance and Pupil Welfare Service is able to confirm the pupil is resident in Doncaster, the pupil will be placed on the 'Off Roll' category. After 4 weeks the case will be reviewed and a decision will be made whether to pursue a School attendance Order. If the decision is 'yes' the CME Education Welfare Officer will start the School Attendance Order Process. If the decision is 'no' the case will be tracked until the pupil is on roll at a school. If, despite enquiries, the pupil is not located within four weeks of the referral, the referrer will be notified and will be removed from Doncaster's CME register. The Pupils details will also be sent to South Yorkshire Police to be logged as a missing child.

Missing Out – Appendix 2

If a pupil on a Doncaster school register becomes missing/lost a referral will be received by the SST who will record the pupil on ONE under the category 'Missing Out' within twenty four hours of receiving the referral. The SST will check the social work database, the EMS ONE system and Pupil Admissions. If the pupil is not recorded the SST will ensure all relevant checks have been made, and will instigate any checks not yet undertaken. Local search letters will be sent and Pupil Admissions database monitored. It remains the responsibility of the referrer to ensure any further information obtained is passed to the Attendance and Pupil Welfare Service who will complete an update and outcome form and will email this information to the Children Missing Education mailbox.

Off Roll – Appendix 4

If a pupil is known to be resident in Doncaster and is not on a school roll a referral must be made to the Attendance and Pupil Welfare Service. The SST will record the pupil on ONE under the category 'Off Roll' and will check the social work database, the EMS ONE system and Pupil Admissions. The SST will ensure all relevant checks have been made, and will instigate any checks not yet undertaken. The referral will be passed to the CME EWO for an assessment of educational need to be made. From the assessment the CME EWO will refer to the appropriate Local Authority Officer in order to support the pupil back in to education.

All school applications for pupils living in Doncaster but not on a school roll in Doncaster will be passed to SST who will record the pupil on CME. SST will track the application for up to 2 weeks after allocation of a school place. If the pupil remains off roll, SST will refer this to the Attendance & Pupil Welfare Service Managers who will allocate to an Education Welfare Officer for intervention.

Local Authority Enquiry

Occasionally Doncaster may receive an enquiry from another Local Authority asking if a pupil has turned up in Doncaster. This is a general enquiry and will not have any specific information to say this pupil has arrived in Doncaster. In this instance the enquiry will only be logged as a 'Local Authority Enquiry'. The pupil's details will not be entered onto Doncaster's database and will not be recorded as CME in Doncaster. The SST will make investigations by checking all relevant database's available in Doncaster and by checking with Pupil Admissions for any applications for a school place in Doncaster. If the pupil is not known in Doncaster, SST will advise the enquiring Local Authority.

Pupils Moved Out of Doncaster (or whereabouts unknown)

Date:	Name of Referrer:
Organisation and Address:	
Contact Tel No:	

(One Form to be completed per child)

Child Name:	DOB:	Gender:
UPN No:	Statement of SEN (Y/N):	
Ethnic Origin:		
Last Known Address:		
Post code:		
Name and Address of GP:	Tel No:	

Name of Primary Carer(s):	
Relationship:	
Contact Number 1:	Contact Number 2:

School History:		
Last Known School:	Length of time on roll:	Date of
Leaving:		

Checklist of actions taken to locate the pupil

	Action taken	Date and Who	Outcome/details
S C H O O L A C T I O N	Made telephone calls to any numbers held/identified or sent any letters to the family?		
	Checked with members of staff who the child may have had contact with E.G SENCO, Nurse, Learning Mentor		
	Checked with the pupils friends, siblings, and known relatives at this school and other schools		
	Other: e.g. agencies with known involvement		

E W O A C T I O N	Made home visits and enquired with neighbours (at least 2 non contact visits to be made)		
	Checked CSS summary		
	Checked Social Work database		
	Checked with admissions re: change of school		

Any other relevant info:

Any safety factors to be considered when visiting the family:

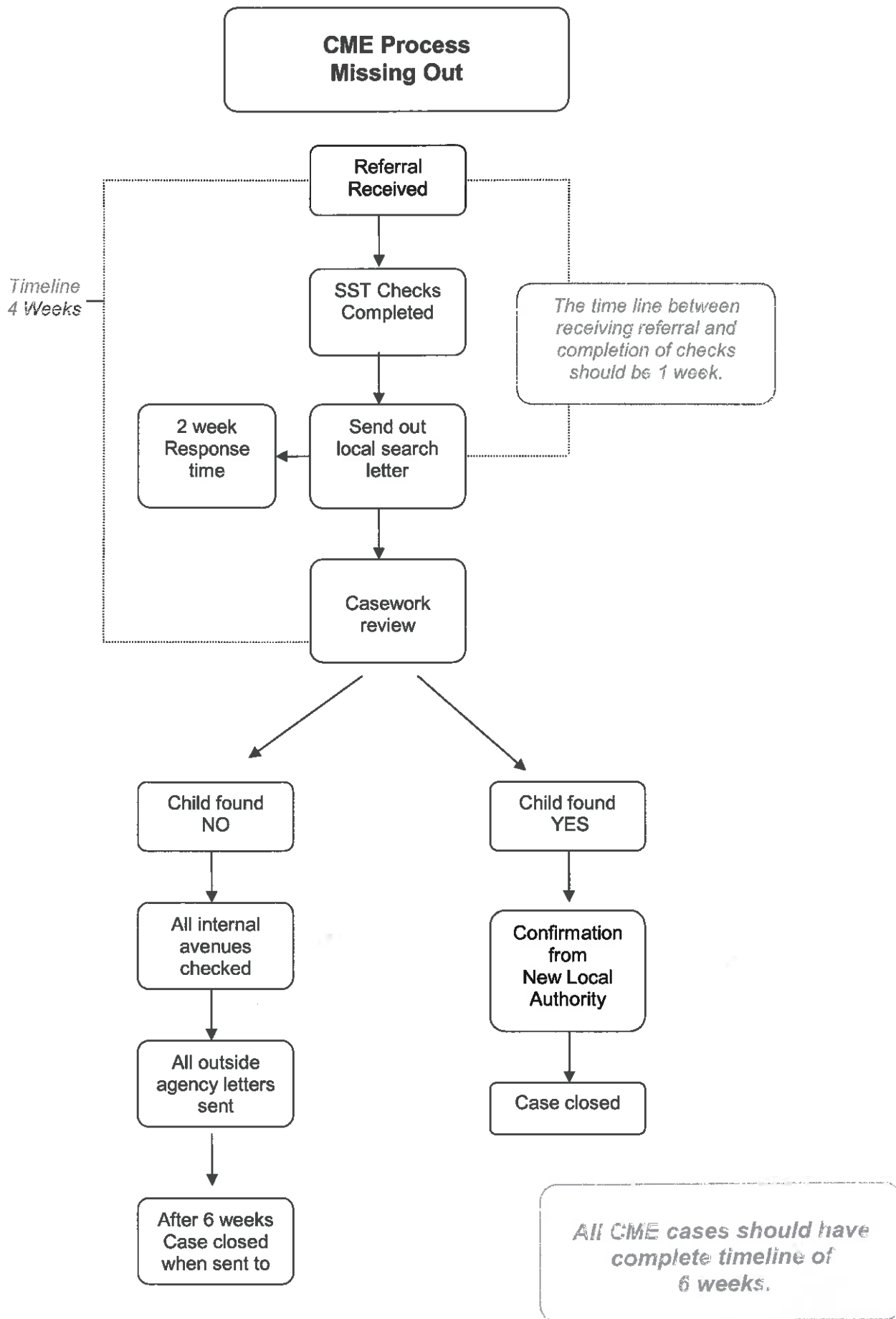
Completed forms to be emailed to
Internal to: ChildrenMissingEducation
External Email to: ChildrenMissingEducation.gcsx

Contact Details

Children Missing Education
Attendance & Pupil Welfare Service
Floor 3
The Civic Building
Waterdale
Doncaster
DN1 3SU

Tel No 01302 737233
Fax: 01302 737342

Attendance & Pupil Welfare Service Children Missing Education Process and Timeline



Pupil Resident in Doncaster Not on Roll Form

Date:	Name of Referrer:
Organisation and Address:	
Contact Tel No:	
Type of Referral (Please tick relevant box)	
<input type="checkbox"/> Off Roll	

(One Form to be completed per child)

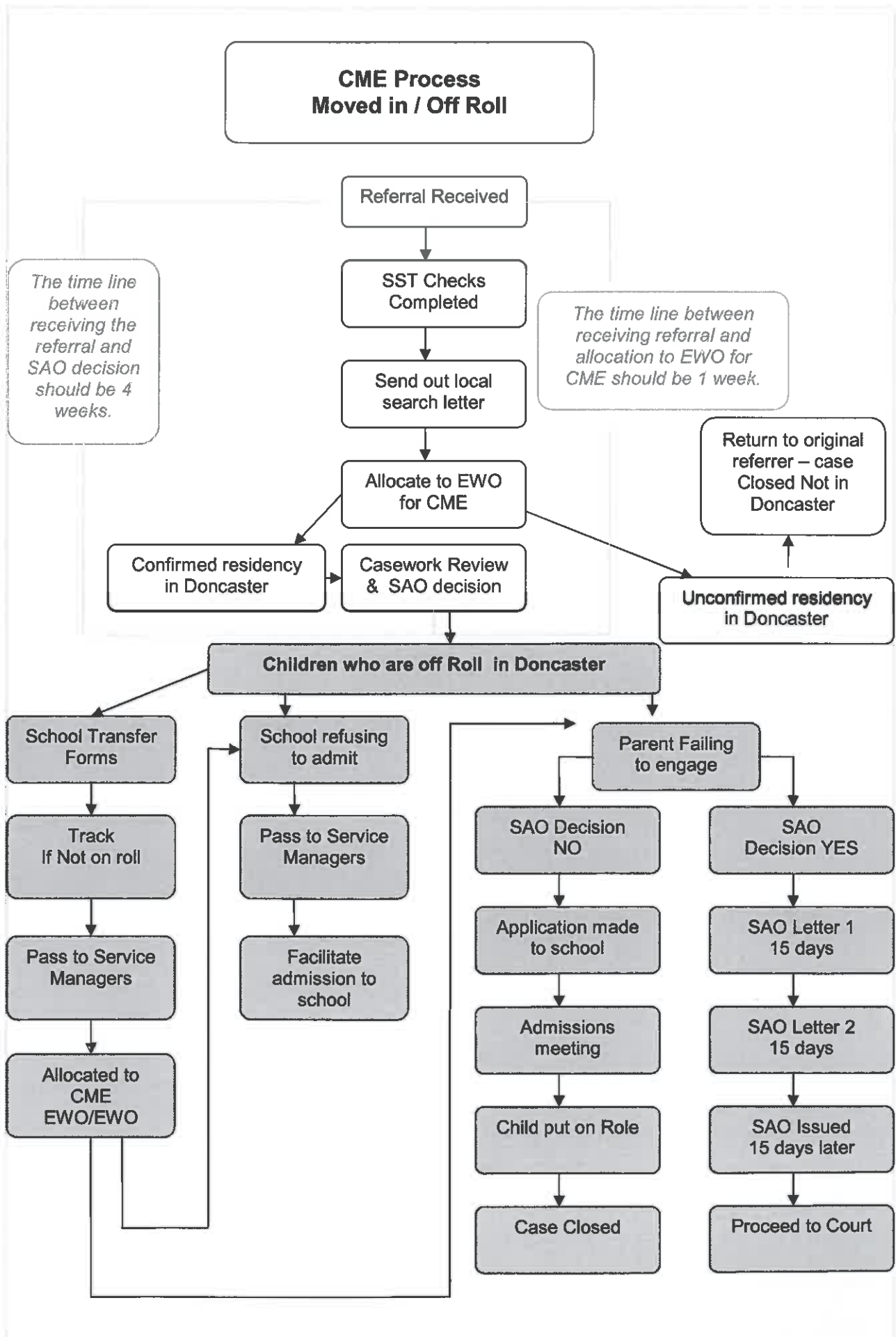
Child Name:	DOB:	Gender:
UPN No:	Statement of SEN (Y/N):	
Ethnic Origin:		
Current Address:		
Post code:		
Name and Address of GP:	Tel No:	

Name of Primary Carer(s):	
Relationship:	
Contact Number 1:	Contact Number 2:

School History:	
Previous School:	Town/City/Country:
Length of time on roll:	Date of Leaving:

Any other relevant info:
Any safety factors to be considered when visiting the family:

Completed forms to be sent to:	
Children Missing Education , Attendance & Pupil Welfare Service	
Floor 3, The Civic Building, Waterdale	
Doncaster, DN1 3SU Tel No 01302 737233	Fax: 01302 737342
Internal to: ChildrenMissingEducation	
External to: ChildrenMissingEducation.gcsx	



Extended Leave/Out of Country Form

This form to be completed when an EU National, Refugee, Asylum Seeker informs school of intention to return to their country for extended leave.

Pupil Name:	DOB:
Address:	
Postcode:	
Registered School:	
UPN: .	

Parent/Carer Name:	DOB:
Address (if different to above):	
Postcode:	
Telephone Contact Number:	

Date of travel:	Expected date of return:
Photocopy of flight tickets obtained: Y/N	
Adults accompanying the child	
Name:	Relationship:
Name:	Relationship:
Address travelling to:	
Please state if child will be attending school outside England Y/N:	
Name and address of school child will be attending:	
Signed (Parent) _____	Date _____

Parents/Carers need to be aware pupils can be deleted from the school register if they fail to return without reasonable cause after 10 school days from the expected date of return
 (Guidance on The Education (Pupil Registration) (England) Regulations 2006)

Checklist to locate children who may have arrived in Doncaster

Referral Date:

Name of Referrer:

Contact Number:

Name of Pupil :

DOB:

Previous Address:

Name of Parent(s)/Carer(s) and DOB (if known)

DOB:

DOB:

Actions take to locate the pupil(s)

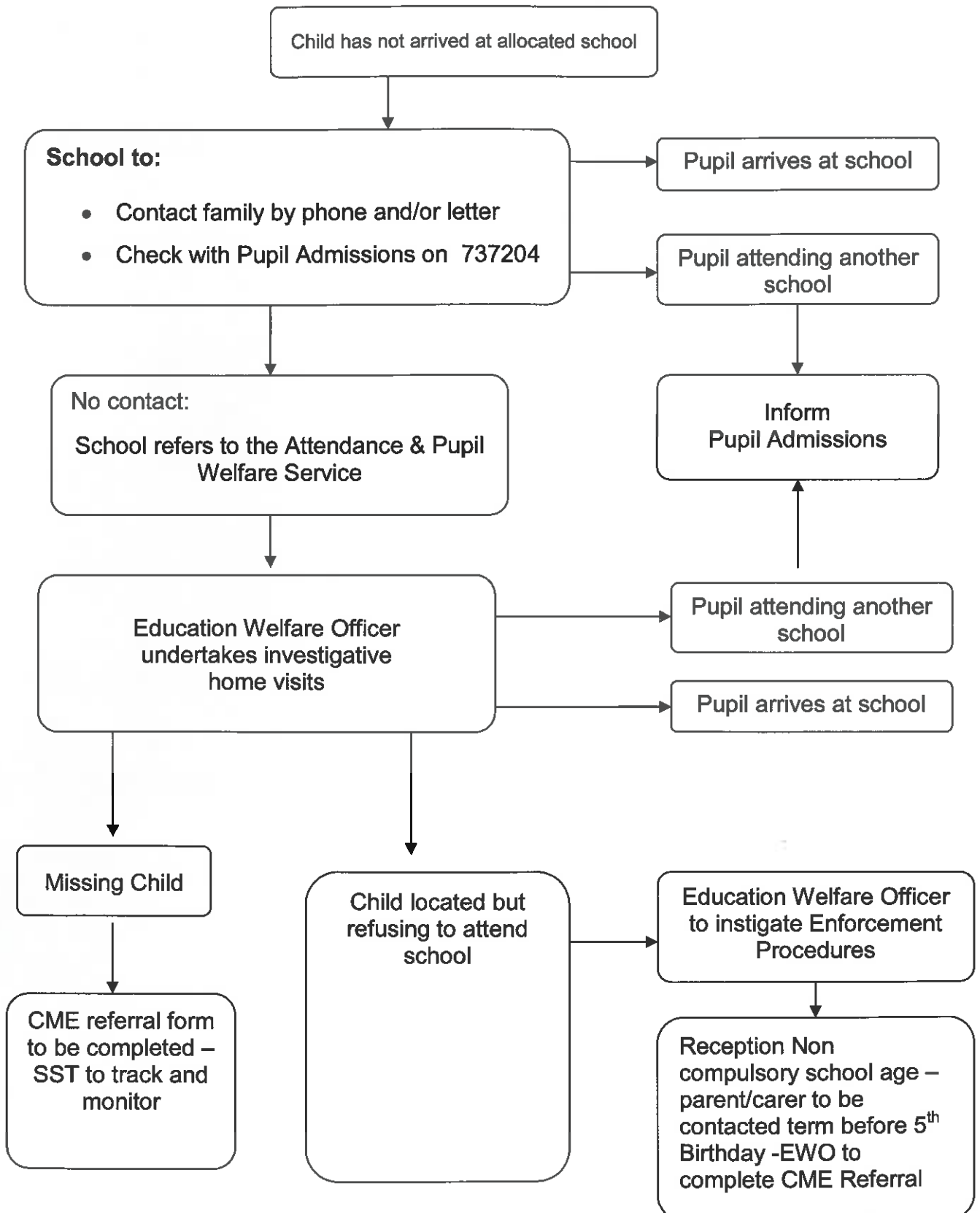
Action Taken	Who and When	Outcome/Details
Checked with Pupil Admissions for any current applications/appeals pending		
Checked ONE Database		
Checked Liquid Logic		
Home Visit to addresses identified		
Other		

If the child remains missing/lost once all enquiries have been made, the referrer must be informed.

Attendance & Pupil Welfare Service Flowchart: Non Appearance at Allocated School (Transition Phase)

Appendix 7

Note: During a normal transition phase a child becomes the responsibility of the new school when the child has been **allocated** a place (e.g. Reception, Year 6 – Year 7)



Emigration/Returning to Home Country Form

Form to be completed when school advised pupil intends to be resident outside of the United Kingdom

Pupil Name: DOB

Nationality:

Address:

Postcode:

Registered School:

UPN:

Parent/Carer Name DOB:

Nationality

Parent/Carer Name DOB:

Nationality:

Address:

Postcode:

Telephone contact:

Date leaving the country:

Adults accompanying the child:

Name: Relationship:

Name: Relationship:

Address moving to:

Postcode:

Forwarding School details of School applied to/intend to apply to (if known)

School Name:

Address:

Contact No:

Signed (Parent) _____

Date _____

Children Missing Education – Update / Outcome Form

Complete with any info received in relation to an open referral on CME Database.

To include:

- Changes to information already submitted
- Outcomes from any further investigations
- Details of visits including dates
- Outcome details of Located Pupil – (including School name and start date)

Please return to CME mailbox on completion

Name: Organisation

Contact No: **Date**

Name of Pupil/s:

DOB: **Yr Grp:**

Last known address:

Last known school:

Information / Outcome:

Signed _____

Date _____